

S-E-C-R-E-T

CHIVE/C-120/14-66  
6 December 1966

MEMORANDUM FOR: Director, CHIVE Task Force

SUBJECT : Bi-Weekly Task Report Summary  
(19 November - 2 December 1966)

I. No significant problems or developments were reported by the following Task Teams:

25X1A

Task # 1. Security Procedures  
[redacted] - 2.0 days  
2.0 days

25X1A

Task # 2. Current Awareness Support  
[redacted] - 6.0 days  
4.0 days

25X1A  
25X1A

Task # 5a. Location Dictionary  
[redacted] - 2.0 days  
[redacted] 5.0 days  
[redacted] - 4.0 days  
[redacted] .5 day

25X1A

Task # 5b. Subject Dictionary  
[redacted] 2.5 days  
[redacted] 10.0 days

25X1A  
25X1A

Task # 5c. Organization Dictionary  
[redacted] - 4.5 days  
[redacted] 3.0 days  
[redacted] - 7.4 days  
[redacted] 4.0 days  
[redacted] - 8.0 days  
[redacted] 1.0 days

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GROUP I  
Excluded from  
Automatic  
Downgrading and  
Declassification



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25X1A	<u>Task # 10b.</u>	Revision of Indexing Procedures and Techniques	<input type="text"/> - 4.0 days	
25X1A	<u>Task # 12.</u>	Input Processing	<input type="text"/> 3.0 days - 6.0 days - 4.0 days - 7.5 days	
25X1A	<u>Task # 13.</u>	File Maintenance	<input type="text"/> - 6.0 days - 8.0 days - 8.0 days	
25X1A	<u>Task # 15.</u>	Communications/Data Analysis/Display	<input type="text"/> 8.0 days .0 days - 8.9 days .0 days 7.5 days - 9.0 days <input type="text"/> - 8.0 days 8.0 days <input type="text"/> - 8.0 days <input type="text"/> - 8.0 days 8.0 days 5.0 days	25X1A
25X1A	<u>Task # 22.</u>	Customer Requirements and Relations	<input type="text"/> 7.2 days	
25X1A	<u>Task # 44.</u>	Task Group Management	<input type="text"/> 6.0 days - 8.2 days	25X1A
25X1A	<u>Task # 50.</u>	Current Awareness Production -	<input type="text"/> 2.0 days <input type="text"/> - 9.0 days <input type="text"/> 9.0 days - 9.0 days - 9.0 days <input type="text"/> - 7.0 days	25X1A

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25X1A Task # 54. Design Area Management  
[ ] - 9.0 days

25X1A Task # 55. System Flows and Transactions  
[ ] - 1.6 days

25X1A Task # 58. COG Organization and Personnel  
Responsibilities  
[ ] 5.0 days

25X1A

## II. Summary of Task Activity

Task # 7a. The Chairman of the Forms Design Task Team completed the review and criticism of the transcription manual and a final draft is being prepared. PSD's new delivery date on Form CNT (Content Indexing Form) is 2 December. The Task Team provided assistance in drafting specifications for a page reader form for the Medical Staff to be used as a test/evaluation device.

25X1A [ ] 2.0 days  
[ ] 2.0 days  
[ ] 9.5 days

Task # 14. [ ] joined the Control Task Team on 28 November.

25X1A

25X1A [ ] 8.0 days  
[ ] - 8.0 days  
[ ] 3.0 days

Task # 17. The definition of critical events texts for the Milestone Network is being drafted by the Phase III Scheduling and Integration Task Team.

25X1A [ ] 2.0 days  
[ ] - 4.0 days  
[ ] - 9.0 days

Task # 18. The publication of the proposed testing specifications for the System Test Plan has been rescheduled for 15 December. This should not affect the completion of the system test plan.

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25X1A

[ ] 7.0 days  
- 6.0 days  
- 5.0 days

Task # 19a. The statistical count of the contents of 200 FID plant folders was completed 28 November. Summary of the findings is now being compiled and will be completed by 15 December.

25X1A

[ ] 8.0 days  
- 8.0 days

25X1A

[ ] 5.0 days  
3.0 days

Task # 20. The Management Data Task Team published two weekly "SKAN Management Information Reports," and a "SKAN MIS Manual." The SKAN Management Information procedures and responsibility for the MI reports were turned over to SKAN, effective the report for the week of 20 - 27 November.

25X1A

[ ] 3.0 days  
- 4.0 days

Task # 23. The completion date for the Maps and Graphics Task is now scheduled for 16 December.

25X1A

[ ] - 5.4 days

Task # 25. The draft of the Summary File Building paper is being reviewed.

25X1A

[ ] 2.0 days  
- 2.0 days

Task # 26. [ ] Chairman of the Querying Procedures Task Team reports that the first draft of the Intellofax paper has been completed.

25X1A

25X1A

[ ] - 9.5 days

25X1A

25X1A

Task # 43. [ ] Contractor Manager reports that [ ] received his final clearance on 1 December and is working on site within the EDP Design Group.

25X1A

[ ] - 2.0 days

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25X1A Task # 44. [ ] Task Group Manager reports that the program required to provide "page" input to SKAN is ready for them to use for a shakedown period.

25X1B Task # 59. It was reported that three of the [ ] have passed away. The Task Team plans to list these events in the respective dossier records under "major illnesses."

25X1A

25X1A Task # 60. [ ] Special Assistant to the Director wrote a draft Research and Development Plan for proximate CHIVE configurations. A list of CHIVE R&D Requirements was sent to the Chairman of the DDI Committee concerned with ADP R&D.

25X1A [ ] - 7.5 days

### III. Meetings and Briefings

25X1A 1. [ ] attended a briefing on COMMO.

25X1A 2. [ ] gave a briefing to  
25X1C [ ] Intelligence Officer.

25X1A 3. [ ] attended a CODIB Meeting for Mr.  
25X1A [ ] on 23 November. The meeting was on the Systems Training Paper.

25X1A 4. [ ] attended a talk by Mr. Garvey of Dr. Enthoren's Systems Analysis Office, OSD, DOD at National War College.

25X1A 5. On 23 November, [ ]  
25X1A [ ] briefed [ ] ORD on the CHIVE content indexing language and areas where ORD could provide research support to facilitate the indexing process.

25X1A  
25X1A

25X1A 6. [ ] briefed ISD personnel on SKAN input processing techniques, and selection for SKAN.

25X1A

[ ]  
Chief, Integration and Plans Staff  
CHIVE Task Force

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